

PUBLIC DEFENDER SERVICES COMMISSION

DUTIES & RESPONSIBILITIES OF DIRECTOR OF SPECIAL PUBLIC DEFENDERS

There is established within the Office of Chief Public Defender the position of Director of Special Public Defenders, which position shall be classified at the level of Executive Assistant Public Defender. The Director of Special Public Defenders shall report directly to the Chief Public Defender, and shall have duties and responsibilities including, but not limited to, the following:

1. Administration and management of all Special Public Defender operations and functions within the Division of Public Defender Services.
2. Evaluation of the qualifications of attorneys to serve as Special Public Defenders in accordance with the minimum qualifications established by the Public Defender Services Commission for GA, JD, Juvenile, Habeas Corpus, Appeals and Capital Felony representation.
3. Maintaining a current list of attorneys approved by the Chief Public Defender to serve as Special Public Defenders in accordance with §51-291(11), C.G.S.
4. Actively recruiting qualified criminal defense practitioners to serve as Special Public Defenders on a contractual or individual case basis.
5. Conducting a biennial review of Special Public Defender compensation rates, and recommending appropriate adjustments in said rates to the Chief Public Defender for inclusion in the Commission's biennial budget request.
6. Implementing and conducting a training program for Special Public Defenders in coordination with the Director of Training.
7. Acting as liaison to and as a member of the Standing Committee on Special Public Defenders, responsible for the approval of applicants for Special Public Defender Contracts and the monitoring of Special Public Defender performance under said contracts.
8. Implementation and administration of all Special Public Defender contracts approved by the Public Defender Services Commission.

9. Establishing and maintaining a system for implementing the Commission's policy for Supervision and Evaluation of Special Public Defenders.
10. Investigating all formal complaints against Special Public Defenders, and reporting the results to the Chief Public Defender.
11. Addressing and responding to issues raised by clients concerning Special Public Defenders.
12. Providing support to attorneys in their capacity as Special Public Defenders.
13. Acting upon and approving requests for authorization to incur expenses of defense in individual special public defender cases, in accordance with financial limits established by the Commission.
14. Processing of all invoices for special public defender services, including contractual and non-contractual payments.
15. Monitoring the assigned workload of Special Public Defenders to insure that the number of assigned cases is not excessive and allows for effective representation.
16. Advising the Chief Public Defender on all matters involving or related to Special Public Defenders.

Adopted June 15, 1999

